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Job Aid for Performance Work Statement (PWS) / Statement of Work (SOW)

This includes excerpts from OFPP's Sample PWS / SOW for Foreign Language Training. To review entire work statement see:

http://www.arnet.gov/References/Policy_Letters/pbscltsv.html

Title Page:

Performance Work Statement

For

Custodial Services

To Support the

Department of Energy

Albuquerque Operations Office

Contract and Procurement Division

May 19, 1997

Section C

C.1 SCOPE

This paragraph provides a broad overview of the work statement. Generally, the scope statement should address the questions of what the work is and where it is to be done. The scope of work must be broad enough to allow all work requirements to be included, while specific enough to provide potential contractors with a clear understanding of the requirement. The scope section should also summarize the outcomes, completion impacts on other efforts, and any constraints to performance.

C.2 DEFINITIONS

A definition section includes all special terms and phrases used in the work statement. The definition section should clearly describe how and where the definitions will be provided in the PWS, e.g. after first usage, footnote, or separate glossary as an attachment or appendix in section J. The definition must clearly establish what is meant. Each definition provided should be carefully considered, for that definition becomes binding for all requirements in the contract. Problems can be introduced unintentionally when a definition is provided for a word or phrase which differs from the meaning intended in some of the standard clauses or in other parts of the work statement or parts incorporated by reference. This section should also contain a complete listing of all acronyms used, giving both the acronyms and the words represented by the acronym.

C.3 GOVERNMENT-FURNISHED PROPERTY AND INFORMATION

If the government is to provide any property, services or information to the contractor, this section is used to describe what will be provided. If the list or lists are fairly extensive, they should be made into a technical exhibit or attachment that is listed in Section J or in the Applicable Documents section, such as Section C.6. In accordance with the "Government Furnished Property (Fixed-Price Contracts)" clause in Section I, the government will provide the contractor the option of using certain government owned facilities and utilities for use only in connection with this contract. For example, the government may furnish such property, materials and information such as government classrooms, foreign language magazines, audio-visual equipment, student population position descriptions and standards, listing of duty assignments by language, etc.

C.4 CONTRACTOR FURNISHED ITEM

In this section, the analyst describes property or services that the contractor shall provide. As with government-furnished property, if the list or lists are lengthy, they should be included as a technical exhibit and referenced in this section.

C.5 SPECIFIC TASKS

Specific tasks are the heart of the work statement. It should identify what the contractor is required to do and not how the contractor should accomplish the effort. All performance requirements need to be defined in adequate detail so that the contractor knows what is required and the government knows when and if the contractor has complied with the requirements.

C.6 APPLICABLE DOCUMENTS

If required, this section will provide a listing of applicable technical orders, specifications, regulations and manuals which are required in the performance of the contract. The applicable dates and revision numbers of the documents to be used should be verified and included in the SOW, and should be cross referenced to the section of the SOW in which the applicable document is cited or is applicable. It should also be stated whether each directive is mandatory for contractor compliance or advisory only. Under performance-based service acquisitions (PBSA), the applicable documents, such as specifications, regulations, and manuals should be kept to an absolute minimum and should be used when no other means of stating the requirement can be substituted. One goal of PBSA contracting is to eliminate any application of unnecessary or restrictive specifications and standards. Items too voluminous or bulky to be included in Section C of the work statement should be provided as an attachment or appendix in Section J of the contract.